

Education & P.H.

(194₆) Department.

MS. SERIES.

G.O. NO. 2162 Edn.

Dated the 12th Nov. 1946.

⑦

[Despatch Abstract.]

College - Teachers' - Saidapet - Employment of a lower division clerk - Sanctioned.

Back Papers.

G.O.	No.	Department.	Date.	G.O.	No.	Department.	Date.

Further Papers.

G.O.	No.	Department.	Date.	G.O.	No.	Department.	Date.
Gc	1178	Bdu	12.5.48				

R.C.No. 2749 K3/46.

office of the Director of Public Instruction, Madras, dated 25-9-46.

From

Dr. S.H.U. Savor, M.A., D.Sc., I.E.S.
Director of Public Instruction, Madras.

To

The Secretary to Government,
Education & Public Health Department, Madras.



Sir,

Sub: Teachers' College, Saidapet - employment of an additional clerk - proposal - submitted.

57155

In connection with the Part II scheme of the Budget Estimate for 1947-48 I have the honour to submit for the sanction of the Government the following proposal for the employment of an additional Clerk in the Teachers' College, Saidapet.

In the Teachers' College, Saidapet there are three departments viz. B.T. Department, Secondary Training and High School Departments. The clerical staff sanctioned for these three Departments consists of 3 clerks including one Headclerk and two typists including the typist for the office of the Adviser to Government on Manual Training. The Principal reports that 2 clerks including the Headclerk and a Typist are in the College Office and one Clerk attends to work in the Model High School. The Typist to the Adviser to Government on Manual Training does no part of the work connected with the College. There is no sanctioned post of a clerk for the Secondary Grade Training Section. The routine clerical work of this section is being attended to by the Headmaster. The work in this section has now increased consequent on the restoration of stipends and the opening of the Emergency Training Course. The class is now run in 3 sections. The payment of stipends carried with it the responsibility in the matter of issue of Half-yearly Reports of Students and the maintenance of the up-to-date history of students to enable the office to trace the whereabouts of defaulters.

The Principal reports that every clerk in the College has enough work and more and that the work connected with the Secondary Training Section cannot be attended to satisfactorily in the absence of a clerk.

In the circumstances I request that Government may be pleased to sanction the post of a lower division clerk on Rs. 30-55 for the Secondary Training Section of the Teachers' College, Saidapet.

The expenditure involved in the proposal will be Rs (30x10) i.e. Rs. 300/- in 1947-48 and Rs. 505/- ultimately.

I am including the necessary provision in Part II of the Budget Estimate for 1947-48.

TRB.27/9

for Director of Public Instruction.

Copy to Budget and K Sections.

27/9

8/10/46
Very urgent

Memo. No 57155 A/46 - Edu & 5-10-46 3 COOH(A)

Sub. Teachers College, Saidapet - employment of an addl. Clerk.

cf

From the DPI, ~~Re~~ No 2249 K 3/46 & 25-9-46.

The DPI is requested to furnish information on the following points:-

- (1) the no. of currents recd. and disposed of by the Clinical staff of the Teachers' College, Saidapet for the last 3 years. Statistics for the first 3 months in the current academic year should also be given
- (2) the subjects allotted to each clerk.

The reference should be treated as Specially urgent and a reply submitted at a very early date.

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the DT 9 [✓] _{3/10/46} 8/10/46

5/10/46

COPIED
Memo. No. 57155 A/46-2 Edu of 21-11-46
Sub. ^{Part II Scheme - 1942-48} Teachers' College, Saidapet - employment of an adhoc clerk.
Ref. Court Memo. No. 57155 A/46-1 Edu of 5-10-46
The D.P.I. is requested to expedite his reply to the Court Memo cited
To The D.P.I. 21-11-46
21-11-46

ST
21/11
Memo. No. 57155 A/46-2 Edu of 21-11-46
Sub. ^{Part II Scheme - 1942-48} Teachers' College, Saidapet - employment of an adhoc clerk.
Ref. Court Memo. No. 57155 A/46-1 Edu of 5-10-46
The D.P.I. is requested to expedite his reply to the Court Memo cited
To The D.P.I. 21-11-46
21-11-46

R.C.NO.2749-K .3/46

Office of the
Director of Public Instruction,
Madras, Dated 26-10-1946.

From

Dr.S.R.U.Saveer, M.A., D.Sc., I.E.S.,
Director of Public Instruction, Madras.

To

The Secretary to Government,
Education and Public Health Department.

Sir,

Sub: Teachers College, Saidapet -Employment of an
additional clerk

Ref: Govt. Memorandum No.57155-A/46-1 Edn dated
5th October 1946

I have the honour to furnish below the number
of currents received and disposed of by the clerical staff
of the Teachers' College, Saidapet, for the last three
years and for the first three months in the current academic
year. The subjects allotted to each clerk is furnished in
the annexure.

Year	No. of currents received and disposed of
1943-1944	5059
1944-1945	5450
1945-1946	5841
1946-1947 (3 months)	2474

for Director of Public Instruction.

Annexure: SS
28/10

Subjects allotted to each clerk.

HEAD CLERK:

1. Questions relating to appointments, transfers, leave and sanction of increments;
2. Pensions;
3. Allowances and Honoraria.
4. Budget appropriations of the College and Secondary Trg. departments, under two heads.
5. Provident funds- G.P.F. and D.P.F. and Postal Insurance.
6. Financial and account Codes and Departmental codes.
7. S.S.L.C. and T.S.L.C. schemes.
8. Schemes for the development of the college.
9. Cash book and contingent account, and
10. Maintenance of the service book and leave accounts of as many as 85 members of the non-gazetted staff and establishment.
11. Cash responsibility Rs.22 lakhs per annum.

SECOND CLERK:

1. Correspondence with the Universities in regard to change of staff, recognition of certificates of other Universities, migration certificates, etc.
2. Issue of Duplicate copies of certificates.
3. Fee and military concessions.
4. Miscellaneous correspondence, equipment grant applications circulation and final submission.
5. Stationery Indent and distribution and periodical issues

6. indent for forms.
7. Issue of Art Masters and Manual Training Examination Certificates.
8. Return of Staff.
9. Application register and B.Ts.
10. Arrangements for B.T. Degree Examinations.
11. Officer's and Establishment - Pay and contingent bills and other encashment.
12. Control of Expenditure and Liabilities statements - College and Secondary Training Section.
13. Budget Statements.

TYPIST:

1. Register of Tapals.
2. Maintenance of files and docketing of records.
3. Faircopy (Typing)
4. Despatch
5. Issue of forms.
6. Admission Register of B.T. students and scrutiny of certificates etc. produced and their return.
7. Issue of Annual College Certificates
8. Maintenance of Half Yearly Reports of students and history of services.

CLERK IN THE MODEL HIGH SCHOOL

1. Admission and withdrawal of pupils and maintenance of the admission and attendance registers, of the High School.
2. Fee collection and maintenance of daily fee collection register and term fee register.
3. D.C.B. Statement of both High School and Kindergarten Sections.
4. Correspondence dealing with Government Scholarship, Labour scholarship, concessions under Rule 91 M.E.R. and military concessions, book allowance, S.S.L.C. and T.S.L.C. Examinations.
5. Stock book of furniture, and other stores of the High School, periodical verification etc.
6. Annual Returns. - High School.
7. Maintenance of the S.S.L.C. Books of the pupils.
8. Arrangements for the conduct of the school periodical and annual examinations.
9. Consolidation of the marks and to help the Headmaster in the promotion list.
10. Half yearly reports of secondary training students.

B. K. S.

for Director of Public Instruction.

S. G.
28/10

35
12/11 College - Teachers, Saidapet - employment of
11/11 a L.D. clerk - Sanctioned *6*

PICF C No 57155 /46, From the DPI, No 2749 K 3 /46 & 25-9-46
11/7-80F *226-46*

C.O. No 2162 *Edu & 12-11-46*
ms

The Govt sanction the employment of a L.D. clerk on Rs 30-55 in the Teachers' College, Saidapet for a period of one year with effect from ~~1-4-47~~ 1-7-47

The DPI may include the necessary provision in the Part I estimates for 1947-48.

To The DPI
A. Culture Fin
10/11

58801
20/11

Note. Pl. see the DPI's letters on pp 42 & 1, 78 CF. The proposal need not be treated as a Part II scheme for 1947-48 as the expe. involved is only Rs 440 including dearness allowance. The draft above is for approval. Finance

C.O. No 57155 A/46-3
29-10-46

29/10/46
24.11.46

29/10/46
29/10/46

29/10/46
29/10/46

Finance

In the Teachers' College, Saidapet there is at present a clerical staff of 1 Head clerk, 2 clerks. The proposal, in the file is to sanction an additional ^{lower division} clerk for dealing with the work connected with the Secondary Training Section of the Teachers' College, Saidapet. The distribution of work among the existing staff is on p 7-8 C.F. The D.P. 9 reports that the existing staff cannot attend to the work of the Secondary Training Section. In the circumstances explained by the D.P. 9 on p 1 C.F. the proposal may be agreed to. 2. The D.P. 9 ^{has submitted} suggested the proposal as Part II scheme for 1947-8. But as the extra cost is small viz Rs 900 p.a. E.P.H. propose suggest that the proposal may go as Part I ^{scheme} for next year. This Dept. need not object and may agree.

3. As regards the date of employment of the clerk, presumably E.P.H. are satisfied that the clerk will be necessary from 1.4.47. Subject to the above remark, the draft order hereby may be accepted.

4/11/46

EPH

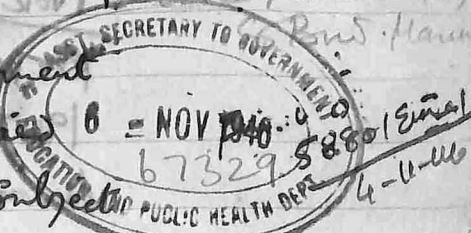


Chart (A)

P.R. see Fin. notes on p 2 ante. The 36 seems sufficient if ^{the clerk is} ~~clerk~~ may be sanctioned with effect from 1-7-47, the beginning of the next academic year. The draft has since been altered accordingly. ~~It is for order whether~~ It may now issue.

ES 7.11.46

8/11/46 S

